



**PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED**  
**THURSDAY, JANUARY 24, 2019 AT 5:00 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR 97493

The proceedings of the Dunes City Planning Commission were recorded and are on file at Dunes City Hall. Upon approval by the Planning Commission, these minutes will be available online at [www.dunescity.com](http://www.dunescity.com).

**1. CALL TO ORDER**

Chairman Bonnie Allen called the January 24, 2019, Planning Commission meeting to order at 5:00 pm.

**2. OATH OF OFFICE**

Administrative Assistant Rapunzel administered the Oath of Office to re-appointed Commissioner Ken Pesnell, whose new term will expire January 12, 2022.

**3. ROLL CALL**

Roll Call was taken by Administrative Assistant Rapunzel Oberholtzer.

**Present:** Commissioners Bonnie Allen, Barry Sommer and Ken Pesnell. There are two vacancies on the Commission.

Also present was City Administrator/Recorder Jamie Mills.

**4. ELECT CHAIRMAN AND VICE CHAIRMAN FOR 2019**

**Commissioner Pesnell made a motion to nominate Commissioner Allen for Chairman. Commissioner Sommer seconded the motion. The motion passed by unanimous vote.**

**Commissioner Allen made a motion to nominate Commissioner Pesnell for Vice Chairman. Commissioner Sommer seconded the motion. The motion passed by unanimous vote.**

**5. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**6. APPROVAL OF THE AGENDA**

**Commissioner Sommer made a motion approve the Agenda. The motion was seconded by Vice Chairman Pesnell. The motion passed by unanimous vote.**

## **7. APPROVAL OF THE CONSENT AGENDA**

- A. Planning Commission Special Session Meeting Minutes of November 13, 2018

**Vice Chairman Pesnell made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Sommer. The motion passed by unanimous vote.**

## **8. ANNOUNCEMENTS /CORRESPONDENCE**

Chairman Allen read from the list of announcements on the Agenda:

- A. The City Council's annual goal setting session will be held on Wednesday, February 13, beginning at 4:00 pm. Dunes City residents are encouraged to participate.

## **9. CITIZEN INPUT**

There was none.

## **10. NEW BUSINESS**

- A. Consider/Appoint New CAC Members

Chairman Allen suggested not taking action on this agenda item because the City Council would likely appoint the applicants, who also applied to be Planning Commissioners, to the Planning Commission during the February Council meeting.

- B. Staff Report Re Citizen Input in Q4 2018

Rapunzel explained that there was no citizen input during the last quarter of 2018 for Commissioners to address.

## **11. UNFINISHED/OLD BUSINESS**

- A. Staff Report Re November 13, 2018, Questions for FEMA

City Administrator/Recorder Mills referred Commissioners (who are acting as a CAC for review of Chapter 153) to a copy of an email from Ms. Celinda Adair, the National Flood Insurance Program Coordinator for DLCD. She proceeded to review the questions that Commissioners/CAC members posed in the November 13 meeting and Ms. Adair's responses.

Regarding Small Accessory Structures, on page 11 of 20 paragraph C, "Not used for human habitation and are used solely for parking of vehicles or storage of items having low damage potential when submerged" and paragraph D, "Not used to store toxic mate-

rial, oil or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality, unless confined in a tank installed in compliance with this Chapter 153 or is stored at least one (1) foot above Base Flood Elevation”, Commissioners/CAC members had expressed concern that the two paragraphs were conflicting. City Administrator/Recorder Mills explained that from the NFIP perspective, a vehicle has a limited amount of oil or gasoline in it compared to standard storage tanks for those substances and that vehicles have a lesser potential to cause damage than an entire home or commercial structure in a flood. Commissioners/CAC members agreed that no changes to the proposed language were needed.

Regarding the Below Grade Crawlspace section, page 12 of 20, paragraph G, “There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event.” City Administrator/Recorder Mills reminded Commissioners/CAC members that they had objected to the term “reasonable amount of time” and had asked for a definition. She referred to Ms. Adair’s email and explained that the definition of “reasonable time” varies and FEMA guidance did not provide a clear definition. She noted that Ms. Adair suggested a maximum time of 72 hours, noting that Dunes City could adopt a shorter period of time. Commissioners/CAC members agreed that no changes to the proposed language were needed.

Reviewing the Coastal High Hazard Areas section, paragraph K on page 15 of 20, Commissioners/CAC members had noted that the term “Tsunami Inundation Zone” appears nowhere else in the proposed language, nor is there a definition or other description of the Tsunami Inundation Zone. City Administrator/Recorder Mills noted that Ms. Adair’s email explains that TIZ language is optional and does not have to be included in Dunes City’s ordinance but she copied Ms. Meg Reed, the DLCDD staff person with extensive knowledge of TIZ regulatory language, on the email. City Administrator/Recorder Mills offered to ask Ms. Reed whether or not Dunes City can omit the TIZ reference.

#### **B. Continue Review of Chapter 153 (Flood Damage Prevention)**

Commissioners/CAC members continued their review of Chapter 153. During discussion of Section 153.37 (Designation of the Local Floodplain Administrator), City Administrator/Recorder Mills noted that the City’s Building Official is currently Northwest Code Professionals.

Commissioners/CAC members made no other changes to the proposed language. Chairman Allen suggested that Staff compile a summary of the CAC’s change recommendations to present at the next Planning Commission meeting.

## **12. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA**

Commissioners agreed to schedule a discussion of goals for the Planning Commission during the February meeting.

### **13. ADJOURNMENT**

**Commissioner Sommer made a motion to adjourn. Vice Chairman Pesnell seconded the motion. There was no vote taken.**

Chairman Allen adjourned the meeting at 5:58 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 28<sup>th</sup> DAY OF FEBRUARY 2019**

[Signed copy available at City Hall]  
Bonnie Allen, Chairman

ATTEST:

[Signed copy available at City Hall]  
Jamie Mills, City Administrator/Recorder